

SSC NOLA ALL HANDS CONFERENCE CALL

FRIDAY 30 SEP 05 at 0900 CDT

Despite the many difficulties caused by Hurricanes Katrina and Rita, there is continued cause for optimism:

- All hands remain accounted for including post Rita
- Although damage to homes and property has been in many cases catastrophic, miraculously there still have been no fatalities or serious injury to command personnel
- The SSC NOLA facility survived both hurricanes intact. The buildings sustained no flooding but did receive rain damage on all floors, though in some locations more than others. Rita caused additional water damage.
- Rehabilitation of the facility has already begun thru the UNO contractor, and the project will take a number of months to complete. The precise completion timeframe is currently unknown, but we expect to begin reoccupying the SSC NOLA facility building-by-building and floor-by-floor by the first of the year.

Command primary objectives going forward are:

- While dispersed, to resume normal operations in the way we account for personnel, time and attendance and work products.
- To produce products and deliver services as we did pre-Katrina
- To reoccupy our facilities in New Orleans as soon as we are able
- To continue to assist you in dealing with the issues you are facing as individuals and families

Accountability:

As you know there have been a number of SSC musters as well as calls by external Navy agencies contacting you to ascertain your and your family's condition. Though this may have at times appeared to be overkill, these efforts underscore the seriousness of knowing the location of our people and, most importantly, that they are safe.

As we proceed there remain two ongoing accountability initiatives: 1. By Big Navy, and 2. By us at SSC NOLA.

First, Big Navy:

NAVY MILITARY SHOULD USE THEIR CURRENT BOL ACCOUNTS. FOR PASSWORD RESET, CONTACT THE 24-HOUR HELPLINE AT 1-(877) 414-5358 FOR ASSISTANCE.

CIVILIANS SHOULD CONTACT THE BUPERS 24-HOUR HELPLINE AT 1-(877) 414-5358 FOR ASSISTANCE UPDATING CONTACT INFORMATION AND COMPLETING THE FAMILY NEEDS ASSESSMENT PROFILE THAT NEEDS TO BE DONE ASAP. TASK FORCE NAVY MILITARY WILL THEN CONTACT THOSE INDICATING THAT THEY NEED ASSISTANCE FOR FURTHER FOLLOW UP.

SSC NOLA Procedures:

On last week's call you were advised that your supervisors would be contacting you over the weekend, and if you hadn't heard from your supervisor that you should contact them.

We now want to move the responsibility for maintaining daily contact to you the employee, as it would be under normal circumstances. We also want to capture regular time and attendance, which will be reported up the chain and recorded centrally into the automated time and attendance system.

For those not already doing so, beginning Monday 3 Oct, please contact your supervisor daily and provide your status--plus a regular time and attendance report. If you don't know your supervisor's contact info please contact the Global Distance Support Center at 877-418-6824, option 2, and they will advise your supervisor that you are trying to contact them.

Those working from an alternate work site should report regular hours worked as RG. If a portion of the day is spent dealing with personal Rita/Katrina issues, then those hours should be recorded as admin leave (LN). If you are in an RG status and need a day (s) to deal with post-storm issues, you should report that time as LN. If you are taking time to visit family or just taking a needed break/vacation, you should report that time as annual leave (LA). The same holds true if you are in an RG status and you or a family member becomes ill—that time would be reported as sick leave (LS).

Authorization to remain in an admin leave status, or approval to take annual or sick leave, remain at the Department level. For the time being, the department head/supervisor's reporting of time and attendance to the Comptroller will constitute an implied approval of the employee's work status without the submission of additional paperwork.

I have asked the Comptroller to provide the CO and me a weekly, by department time and attendance roll up by 1200 Monday for the previous week. We'll review that information for the first time on 10 Oct for this coming week's activities.

The bottom line is that we need to move the entire workforce back to a regular work status as soon as it is practical to do so. We have gained tremendous respect from Navy management and our customers based on the outstanding way our organization has pulled together to take care of business while taking care of our personnel and their families under really gut wrenching circumstances.

We realize that some personnel have lost everything and will require more time and assistance to get their lives back in order. The command will continue to deal with these individuals and special circumstances on a case-by-case basis with common sense and compassion.

If for any reason you feel that your particular situation is not receiving a complete, timely or fair evaluation, please feel free to contact your Dept Director or me.

Please understand that my first call after your call will be to the Dept Director to get the details of your situation unless you ask me to maintain your concerns in confidence. For that reason I encourage you to work through your chain unless you feel that that route is unresponsive.

Building Restoration Status:

As the CO mentioned last week, following Katrina we established a “reconstruction office” onsite at the facility led by the former Executive Officer. He and a team of hard charging personnel have labored for weeks in hot, dirty, and smelly conditions to recover gear vital to our operations and send it to the various alternate work locations. These personnel have truly redefined the term “heavy lifting” and our hat is off to them.

With that phase done, as I speak, city power has been restored to the facility and rehab contractors have begun work assessing the buildings, sealing the roofs against further rain penetration and removing wet carpeting. On Monday the contractor will take over responsibility for the buildings, inventory, tag and pack gear left in individual cubes and offices, and do what is necessary to restore the buildings, offices, and cubes to pre-Katrina status.

We will be at the buildings next week to meet with the contractor to see the situation first hand, review their progress and get a projected schedule for completing the restoration. That schedule integrated with plans to restore the command’s IT infrastructure and audiovisual equipment will define the date when we can expect to begin reoccupying the buildings. The reoccupation will be not planned as a big bang but rather as a progressive reoccupation, building-by-building and floor-by-floor based on the command’s work priorities. We will keep you posted on the progress and schedule.

We are committed to going home as soon as it is practical. I realize that for some who have no home to which to return, this intention might raise some questions and concerns. To them I say that we will go back home in the same fashion we left—with good headwork, ingenuity, and compassion for our employees and their situations.

FYI--we received a high level memo yesterday that modifies the existing regulations to allow an evacuated employee who is returned to the PDS to receive per diem while working at the PDS, if the employee's residence is uninhabitable. In such cases, the employee's dependents may continue to receive per diem at the Safe Haven.

House Trailers:

While mentioning living in the New Orleans area I wanted to touch on the subject of house trailers. As mentioned last week, the University of New Orleans included us in their request for trailers to be located on the UNO campus. The travel trailer units being provided are 8' by 35', have two bedrooms and are fully furnished with everything except cooking utensils, linens, etc. They are air-conditioned, have refrigerators plus bathrooms with showers. They are equipped with stoves that utilize propane or natural gas.

These units are being provided free of charge by FEMA for as long as they are needed for housing displaced workers. There is no prohibition against a displaced worker sharing their travel trailer with other non-disaster workers, however there must be at least one (1) displaced employee residing in each trailer.

To sign up for a UNO based trailer, employees must first register themselves with FEMA.

Next they should contact our POC for obtaining a UNO based trailer. This contact information can be obtained from your supervisor. Our POC is compiling a command list of interested personnel along with information relative to special needs. Since the trailers will be sited on the UNO campus, we are waiting for word from the university on when the utility hookups will be available to enable individuals to occupy the trailers. Occupancy needs to occur within 36 hours of trailer delivery. If not, FEMA may take the trailer back.

Interested employees should provide their FEMA registration number to our POC so he can provide it to the state. This means again that an individual's first move in the process is to register with FEMA. If you have not already done so, please register at either <http://www.FEMA.gov> <<http://www.fema.gov/>> or call 800-621-FEMA. FEMA tries to get trailers onsite within 48 hours.

Safe Haven, Temporary Work site, Alternate Work site, Permanent Work site:

As the CO said last week the command has vectored individuals to several alternate work locations based on the necessity of reinforcing the existing SSC NOLA COOP facilities and co-locating with the MPT&E leadership plus our customers. Those locations are:

- Pensacola, FL
- Fort Worth, TX
- Millington, TN
- Temporary office facilities in the Southeast Louisiana area
- From home via telecommuting

During last week's call, a concerted effort was made to explain Safe Haven, Temporary Work site, Alternate Work site, Permanent Work site, and how to issue and liquidate TAD orders for these situations.

The mechanism used was a series of real life scenarios that basically describe the following situations: 1. a single employee or an employee working in a "geo-bachelor/bachelorette" situation, 2. a married employee with dependents who elects to leave his family in one location while he moves to another location to work, 3. a married employee with dependents who moves initially to one location and later moves with his family to another location, and finally 4. an employee who evacuated but has been able to reoccupy her home.

Let me go over those scenarios again.

Scenario One: Individual R is known as a "geo-bachelor." He has an apartment in Slidell from which he had to evacuate. His wife and home are in Tallahassee, FL. He has declared Pensacola as his Safe Haven and his alternate work site. He will receive per diem as an individual at the Pensacola rate under Safe Haven orders and when he goes TAD, he will receive the appropriate travel reimbursement. Since he is by himself, when he files his Safe Haven liquidation, he will annotate when he was on TAD away from Pensacola so that he is not "double-dipping" the system.

Scenario Two: Individual S sustained flood damage to his home, which is currently not livable, and he has declared Safe Haven with his dependents in Texas. He has subsequently been asked to work out of Pensacola. Pensacola becomes his new Safe Haven while his family remains in Texas at their Safe Haven. His dependents continue to draw Safe Haven per diem at the Texas location rate while Tony draws Safe Haven per diem for Pensacola.

Scenario Three: Individual T has lost his home and his vehicles. He and his family initially declared Safe Haven in Jacksonville, FL. He then reported to NAS Pensacola as his alternate work site. He changed Safe Haven for himself and his family from JAX to Pensacola. He and his wife reside in the NAS BOQ and are on per diem at the Pensacola rate.

Scenario Four: Individual W evacuated from Mandeville to Destin, FL several days before the hurricane. Her home sustained minimal damage and she was able to return home after the storm. During the time she was in Destin, that was her Safe Haven and she received per diem for that period of time. Because her home is in good shape and operable she no longer required Safe Haven orders or per diem when she returned home. She is able to telecommute to work from home. When she is required to travel to Pensacola or other locations on command business, she will be on regular command-funded TAD orders.

Regarding obtaining TAD travel orders:

Until further notice the SSC NOLA comptroller office, temporarily reestablished in Pensacola, FL, will generate all SSC NOLA-funded TAD orders.

The prospective traveler should contact their supervisor for the email address in Pensacola to mail the travel request.

Information that is required: standard travel itinerary and any additional requirements, such as rental car.

Orders will then be generated, signed and emailed to traveler. Orders can also be transmitted to traveler via fax or US Mail if no email access.

Regarding Safe Haven:

If you have not already called PSA Afloat and declared Safe Haven, please do so today. **This is critical.** The number is 866-239-0303. The fiscal year ends today and it is critical that CNI understand the extent of their FY 05 Safe Haven obligations.

Each of you who did register for Safe Haven orders should have received via e-mail or FED-EX a copy of your orders for you personally, a separate letter authorizing per diem for your registered dependents, blank travel liquidation forms, instructions on how and where to file your Safe Haven travel claim and a 30 day travel advance via FED EX or direct deposit as you elected. It appears that those personnel who indicated that they have a government travel card received a portion of the travel advance to which they are entitled.

Since the first 30-day period for Safe Haven per diem ended on 26 September, you will have to submit a travel claim with receipts, if applicable, to PSD Atlantic in order to liquidate your first 30-day Safe Haven period. You may not get additional per diem funds for your second 30-day safe haven period until you have submitted the travel claim for your first 30-days.

We understand that several of you may have filed for Safe Haven orders and still have not received them or have received an incomplete package. If that's the case, please contact the SSC NOLA Executive Officer (XO) as soon as this call ends. The XO will bring appropriate command pressure to bear to resolve the issue as quickly as possible.